

*Copy sent to  
Karen / Adm Turner's office*

Executive Registry
97-3376

11 February 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Conveyance of Material to Admiral Turner

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1. Any material you may have for Admiral Turner should be delivered to [redacted] (SA/DDCI) who will provide the same to this office for conveyance by Executive Registry. In the absence of [redacted] all material should be sent to the undersigned for delivery to Admiral Turner. In either instance, the material will be forwarded by courier to the Admiral's office (Room 175, Old EOB). [redacted] When Admiral Turner's office has something to be picked up, [redacted] (O/DCI) whoever happens to be on duty in Admiral Turner's office, will phone [redacted] (Chief/ER), who will instruct the courier. At the end of each working day, [redacted] will call [redacted] to dismiss our courier responsibilities. During the weekend or after duty hours, [redacted] (EA to Admiral Turner) will be in touch with the Operations Center to make any arrangements for the delivery of materials to the EOB or the Agency.

2. We have been asked to assume responsibility for the accountability of this material and will do so by maintaining an inventory and obtaining the necessary receipts. In those cases where you find yourself handcarrying material to Admiral Turner in connection with scheduled briefings, it would be desirable if we obtained an inventory; but we know the "facts of life" may result in an incomplete record.

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B. C. Evans  
Executive Secretary

## Distribution:

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(EXECUTIVE REGISTRY FILE - Succession/DCI)  
Turner/EOB